

Welcome to our Vendor Page



The **Civilian Human Resources Agency-Europe, Human Resource Development Division (CHRA-E, HRDD)** schedules open-enrollment courses as well as matches specific organizational requests with appropriate training providers.

If you are a training provider and wish us to consider your services, please provide **preliminary information** as follows:

Email: hrd.inq@cpoceleur.army.mil

Mail:

Civilian Human Resources Agency-Europe
Human Resource Development Division
Unit 29150 APO AE 09100

PRELIMINARY INFORMATION INCLUDES

- Name and/or company.
- Address.
- Telephone and fax numbers.
- Email and website, if available.
- Type and titles of off-the-shelf training. As reference, see **CURRICULUM AREAS** and **SAMPLE COURSE TITLES**.
- A flat-rate daily fee, based on average class size of 15-25. Fees are all-inclusive, consisting of travel, lodging, course materials, and incidental costs associated with the courses.
- Governmental agencies for which you have provided training services.
- Other references.

Bids may also be submitted with options for the potential of five or more days of training at various locations in Germany, Italy, or Belgium. *Note that*

preliminary information is **NOT** a solicitation for bid, but an opportunity for us to be aware of the training services you provide. We will contact you should we require a specific solicitation and/or when we have a training requirement that is in your area of expertise.

In order to remain active in our current database, please **provide an unsolicited, bi-annual (January and July of each year) email to us renewing your interest** to continue being considered as a training provider.

CURRICULUM AREAS SAMPLE COURSE TITLES

BUSINESS MANAGEMENT

Budget Estimating Techniques
Budget Execution
Data Analysis
Federal Appropriations Law
Strategic Planning
Project Management

LEADERSHIP AND SUPERVISORY SKILLS

Basic Management Techniques
Coaching
Counseling for Today's Workplace
Leadership Skills Using Emotional Intelligence
Leading a Cross Cultural Team
Maintaining Control During Change
New Supervisor/New Team Orientation
Performance Management
Pre-Leadership Self Assessment
Stress Management for Supervisors

COMMUNICATIONS

Briefing Techniques
Customer Service
Interpersonal Skills
Team Building
Writing Skills

YOU MUST ALSO AGREE TO THESE CONDITIONS

- ◆ Provide a detailed course description and course materials in sufficient quantities for each participant. Have or make arrangements for any DVD, CD, or video needed and provide a computer and video-projection unit if required. Any course materials mailed to us **must** be received by us a minimum of ten working days prior to the class start date.
- ◆ Be geographically self-sufficient. CHRA-HRDD will provide a roster, course evaluation forms, and name tent cards. We also provide limited audio/visual equipment, for example, overhead projector and screen, television/ VCR, flip chart stand with paper and/or marker boards for those classes conducted in our facility or nearby. Depending on the training location, special housekeeping rules may apply. Training rooms need to be left in clean condition when classes are finished.
- ◆ Be prepared for possible cancellations. CHRA-HRDD will advertise the training and identify session dates; we also reserve the right to cancel the course, notifying you by fax or e-mail prior to our 30-working day nomination deadline. Although not anticipated that a class would be cancelled under the 30-working day nomination deadline, emergency situations such as adverse weather or unforeseen catastrophic conditions could occur. In the event of a class cancellation, CHRA-HRDD is not responsible for any costs incurred to you. Every effort will be made by CHRA-HRDD to reschedule courses in such situations.
- ◆ Upon finishing the training, provide us the attendance roster, course feedback forms, and invoice so that the payment process can start.

HELPFUL INFORMATION	
US ARMY IN EUROPE CIVILIAN TRAINING	BASIC TRAINING VENDOR REQUIREMENTS
<ul style="list-style-type: none"> • Over 29,000 civilian U.S. Army employees stationed in Europe. • Courses are conducted throughout Germany, Holland, Belgium, and Italy. • Courses are usually scheduled two to six months in advance. 	<p>✓ <i>You must be registered</i> as a Government vendor, including meeting these U.S. Army Contracting Command in Europe requirements:</p> <ul style="list-style-type: none"> • A valid Dun & Bradstreet number (DUNS). Registration in Central Contractor Registration (CCR) database. Mandatory for US Vendors. Optional, but highly recommended for non-U.S. vendors. • Contractor and Government Entity (CAGE) code. • Tax Identification Number/Employer Identification Number (TIN-EIN) if a U.S. firm; Value Added Tax (VAT) number for German firms. <p>Go to http://www.usacce.army.mil/ for complete information on these requirements.</p> <p>The contractor payment handbook is quite useful and can be found at: http://www.dod.mil/dfas/compay/contractorpayment/handbook.pdf</p> <p>Normally payment will be made through Defense Finance & Accounting Service (DFAS), and it is possible that payment may not be received for several months after a course has been completed.</p> <p>✓ <i>Be able</i> to accept payment by a government credit (IMPAC) card.</p> <p>✓ <i>Travel</i> to various European locations, depending on the schedule and course. Although CHRA-HRDD will arrange a schedule that suits both the vendor and clients, you will make your own travel arrangements. An international driver's license is needed for rental cars.</p>